

SOURCES SOUGHT SYNOPSIS / REQUEST FOR INFORMATION (RFI)

**U.S. DEPARTMENT OF ENERGY
CARLSBAD FIELD OFFICE TECHNICAL AND ADMINISTRATIVE SUPPORT
SERVICES CONTRACT**

*****THIS IS A SOURCES SOUGHT SYNOPSIS / REQUEST FOR INFORMATION (RFI). THIS RFI IS RELEASED PURSUANT TO FEDERAL ACQUISITION REGULATION (FAR) PART 15.201 FOR MARKET RESEARCH PURPOSES ONLY. THIS ANNOUNCEMENT IS NOT A REQUEST FOR PROPOSALS (RFP) AND SHALL NOT BE CONSTRUED AS A COMMITMENT BY THE GOVERNMENT TO SEEK PROPOSALS OR AWARD A CONTRACT AT THIS TIME. *****

Solicitation Number: DE-SOL-0007012

Summary: THIS IS A **SOURCES SOUGHT SYNOPSIS**. No solicitation is available. This Sources Sought is released pursuant to FAR Part 15.201(e), Exchanges with Industry.

The U.S. Department of Energy (DOE) is currently in the acquisition planning stage for the eventual award of a technical support contract to provide expert technical and administrative support services to the DOE's Carlsbad Field Office (CBFO) in the areas of: quality assurance (QA), audits and assessments, safety, security, Waste Isolation Pilot Plant (WIPP) site operations, environmental and regulatory compliance, scientific and international programs, transuranic (TRU) waste characterization and certification, TRU waste transportation and packaging, general business operations, information technology, and technical support. Audit and assessment activities will include, but are not limited to, review of CBFO's National TRU Program waste generator sites certification programs, WIPP Management and Operation (M&O) contractor, Sandia National Laboratories, Los Alamos National Laboratory-Carlsbad, TRU waste transportation contractors, the CBFO, and other CBFO program participants.

DOE is seeking interested parties with specialized capabilities to meet all, or part of, the requirements defined below in Attachment #1: Draft Performance Work Statement. The North American Industry Classification System (NAICS) code for this requirement is 562910, *Environmental Remediation Services*, with a small business size standard of 500 employees.

The purpose of this Source Sought Synopsis/RFI is to identify small business concerns with the capability to perform the services defined in the Draft Performance Work Statement, with the intent of assessing set-aside possibilities. In order for DOE to assess set-aside possibilities under the NAICS code specified above, interested firms shall identify their company as one or more of the following: 1) small business; 2) 8(a) business; 3) HUBZone small business; 4) small disadvantaged business; 5) woman-owned small business; 6) service-disabled, veteran-owned small business; or 7) large business.

All interested firms are invited to submit a capability statement of no more than five (5) pages, and no smaller than 12 point Times New Roman font. The capability statement should demonstrate the interested firm's understanding, capability, approach, qualification, and past experience in meeting the work requirements identified in Attachment # 1, Draft Performance Work Statement. Finally, interested firms should identify challenges and risks associated with meeting the requirements of the Summary Scope of Work and how the organization would minimize those risks. The Government will review the capability statement to determine if the interested firm is capable of satisfying the requirements based on its demonstrated understanding,

capability, approach, qualification, and past experience in each of the areas included in the Draft Performance Work Statement (Attachment #1).

Moreover, all capability statements must also include (not counting towards the 5 page limit): the name of the firm, or firms if a teaming arrangement is proposed, point of contact, phone number, address of firm(s), and the DUNS number for the prime entity.

Please note that a small business firm may submit a capability statement that includes the expertise of large business partner companies under a teaming arrangement. If a teaming arrangement is contemplated, then the response to this sources sought must clearly discuss the areas of the Draft Performance Work Statement that the small business firm intends to perform and the specific areas that the large business teaming partner intends to perform. Please note that at least 50% of the total cost of all services provided must be incurred by or for personnel of the small business firm pursuant to the FAR clause at 52.219-14 entitled "*Limitations on Subcontracting (NOV 2011)*".

DOE reserves the right to use any and all information submitted by, or obtained from, an interested firm in any manner DOE determines is appropriate, including, but not limited to, the creation of a competitive solicitation. An interested party should avoid including any classified, business confidential, and/or proprietary information in its response. However, if an interested firm must submit such information, the information must be clearly marked, and the interested firm must provide sufficient justification as to why such information is business confidential and/or proprietary. DOE will review the information and safeguard it appropriately. The Government will not pay for any information that is provided in response to this Sources Sought/RFI nor will it compensate any respondents for the development of such information.

Responses shall be provided via email to Chris Lockhart, Contract Specialist, at Christopher.lockhart@emcbc.doe.gov no later than 4:00 p.m. Eastern Time on **August 12, 2014**. All questions pertaining to this announcement will be answered through a "Special Notice" electronically through Fedconnect <https://www.fedconnect.net/FedConnect>. DOE personnel may contact firms responding to this announcement to clarify a responder's capabilities and other matters as part of this market research process.

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Attachment #1

*******DRAFT*******

PERFORMANCE WORK STATEMENT US DEPARTMENT OF ENERGY CARLSBAD FIELD OFFICE TECHNICAL AND ADMINISTRATIVE SUPPORT SERVICES CONTRACT

C.1.0 SCOPE OF WORK

The primary place of performance is at the CBFO facilities in Carlsbad, New Mexico. Contractor employees will be required to travel to the WIPP Site approximately 30 miles from Carlsbad, NM in performance of their duties. In addition, the Contractor will be required to perform assessments and provide other services at locations nationwide which are involved with TRU waste. These locations include but are not limited to major DOE facilities and commercial contractor locations. The range of services includes:

- QA support
- Safety oversight support
- Environmental and regulatory services support
- National TRU Program technical support
- Performance demonstration program management
- Science and international program support
- Operations oversight support
- Technical Support

The Contractor shall appoint a senior manager who shall serve as the primary interface to the DOE Contracting Officer's Representative (COR) and have supervisory control over the contractor's employees assigned to perform work under this task order. The manager shall develop work and staffing plans for all assigned tasks and provide monthly status reports on all activities to the COR.

C.1.1 Quality Assurance Support:

The CBFO QA organization is responsible for oversight of the QA aspects of the WIPP Site program activities, including:

- Performance of certification audits, surveillances, and assessments of TRU waste generating site activities for TRU waste characterization, certification, and transportation;
- Oversight of WIPP Site quality-related activities, including, but not limited to, waste handling operations, WIPP Site surface and underground operations, environmental monitoring activities, and the WIPP Site QA program elements;
- Oversight of national laboratory quality-related activities, including, but not limited to, assessment of environmental and other laboratory activities and operations, and assessment of national laboratory support of WIPP performance assessment modeling and data collection;

- Oversight of TRU waste transportation activities, including but not limited to assessments of transportation carriers and assessment and inspection of fabrication, operation and maintenance of NRC-licensed nuclear shipping packages and related fleet equipment; and,
- Oversight of CBFO internal quality-related activities.

The CBFO QA Program is based on American Society of Mechanical Engineers (ASME) NQA-1-1989, ASME NQA-2-1990, Part 2.7, and ASME NQA-3-1989. Compliance to these standards is required by the WIPP Land Withdrawal Act (LWA) and the associated Code of Federal Regulations (CFR), 40 CFR Parts 191 and 194, and by the Hazardous Waste Facility Permit (HWFP) issued by the State of New Mexico. Additional quality assurance oversight activities are performed related to the following requirements documents:

- 10 CFR Part 71
- 10 CFR 830
- 29 CFR
- 30 CFR – MSHA
- 36 CFR Part 1200
- 40 CFR
- DOE 414.1

The Contractor shall provide the expert technical assistance necessary to maintain the CBFO QA program. Contractor personnel will be working directly to CBFO procedures under the CBFO QA program. Contractor personnel will be expected to perform these activities with a minimum of oversight and guidance by CBFO personnel and in compliance with the following CBFO procedures:

- Management Procedure (MP) 3.1, Corrective Action Reports;
- MP 5.2, TRU Waste Site Certification/Recertification;
- MP 9.1, Management Assessment;
- MP 10.2, Surveillances;
- MP 10.3, Audits;
- Team Procedure (TP) 3.2, Trend Identification and Reporting;
- TP 10.1, Qualification of Audit Personnel and Certification of Lead Auditors;
- and,
- Other applicable CBFO procedures

The Contractor will also be responsible for providing specialized technical expertise on a limited basis as requested and performing the necessary administrative activities to support completion of this Performance Work Statement (PWS) such as secretarial support, document reproduction, and technical editing.

C.1.1.1 Certification Audits, Surveillances, and Assessments of TRU Waste Generating Site Activities

The Contractor shall perform annual recertification audits at each waste generating site that is actively shipping waste to WIPP and an initial certification audit at each waste generating site that is preparing to ship waste to WIPP in order

to verify regulatory and permit compliance of site processes and procedures. The Contractor shall perform each audit, document the audit results and findings in the CBFO corrective action tracking system, deliver a draft interim report upon completion of the audit, and deliver a draft final audit report written upon closure of audit findings to CBFO QA for approval and issuance. The Contractor shall verify closure of audit findings. The Contractor shall also perform surveillances and assessments as necessary.

To complete the requirements in this section of the PWS, the Contractor shall supply staff with the following qualifications. (Note: other technical disciplines may be required depending on the situation.):

Experienced senior-level lead auditors that are currently certified or can be certified under the CBFO lead auditor certification process, which is based on ASME NQA-1-1989. These individuals will be expected to manage preparation of audit plans, checklists, and reports by audit team members; coordinate the logistics necessary to conduct certification audits at sites at remote locations across the continental U.S.; interface with regulators, the DOE, and contractor personnel at TRU waste sites; and manage large audit teams with a significant number of observers.

Expert-level technical specialists in the following fields: non-destructive assay; headspace gas analysis; real-time radiography; helium leak testing; acceptable knowledge (as defined by EPA in 40 CFR 194.2); software quality assurance (SQA); QA; operation and maintenance; data verification and validation.

Experienced QA auditors and technical specialists in the following fields: visual examination (VE) and VE technique; personnel training and qualification; QA records and document control; procurement quality; packaging and transportation of TRU and TRU-mixed waste, including Department of Transportation (DOT) regulations affecting shipment of hazardous and radioactive waste; nonconformance control and corrective action; item identification, control, handling, storage and shipment; control of measuring and test equipment; sample control.

C.1.1.2 Audits, Surveillances, and Assessments of WIPP Quality-Related Activities

The Contractor shall perform QA audits of WIPP quality-related activities at least twice each year to verify regulatory and permit compliance of site processes and procedures. The Contractor shall perform the audits, document audit results and findings in the CBFO corrective action tracking system, and deliver draft final audit reports to CBFO for approval and issuance. The Contractor shall verify closure of audit findings. The Contractor shall also conduct surveillances and other assessments as necessary.

To complete the requirements in this section of the PWS, the Contractor shall supply staff with the following qualifications:

Experienced senior-level lead auditors that are certifiable under the CBFO certification process, which is based on ASME NQA-1-1989. These individuals

will be expected to manage preparation of audit and surveillance plans, checklists, and reports by audit and surveillance team members; coordinate the logistics necessary to conduct audits and surveillances at the WIPP site; interface with regulators, M&O contractor personnel, and CBFO personnel; and manage teams during performance of audits, surveillances, and other assessments.

Expert-level technical specialists to act as subject matter experts and technical auditors in the following fields: QA, real-time radiography; helium leak testing, software design, operation, maintenance, and software QA; site operations and maintenance.

Experienced QA auditors and technical specialists in the following fields: hoisting and rigging; personnel training and qualification; QA records and document control; procurement quality; packaging and transportation of TRU and TRU-mixed waste, including DOT regulations affecting shipment of hazardous and radioactive waste; nonconformance control and corrective action; item identification, control, handling, storage and shipment; control of measuring and test equipment; sample control; design control; maintenance of operating plant systems and components, including reliability engineering; industrial safety and Occupational Safety and Health Administration regulations; radiological safety and contamination control, including dosimetry; and NEPA regulations and environmental monitoring.

On occasion, other technical disciplines may be required on an as-needed basis. Other disciplines might include individuals with expertise in metallurgy, statistics, Mine Safety and Health Administration regulations, and non-metal mining practices and mine ventilation.

C.1.1.3 Audits, Surveillances, and Assessments of National Laboratory Quality-Related Activities

The Contractor shall perform annual QA audits, surveillances, and other assessments of national laboratory activities that support WIPP. These audits, surveillances, and other assessments shall cover quality-related activities in the areas of, but not limited to, performance assessment modeling, data collection, maintenance of the baseline inventory report of TRU waste inventory, QA program elements, and all activities performed in support of the Compliance Recertification Process required by 40 CFR 194 and in support of renewal of the Hazardous Waste Facility Permit issued by the State of New Mexico. The Contractor shall perform audits, document audit results and findings in the CBFO corrective action tracking system, and deliver draft final audit reports to CBFO QA for approval and issuance. The Contractor shall verify closure of audit findings. The Contractor shall also conduct surveillances and assessments as necessary.

To complete the requirements in this section of the PWS, the Contractor shall supply staff with the following qualifications.

Experienced senior-level lead auditors that are certifiable under the CBFO certification process, which is based on ASME NQA-1-1989. These individuals will be expected to manage preparation of audit and surveillance plans, checklists,

and reports by audit and surveillance team members; coordinate the logistics necessary to conduct audits and surveillances at national laboratory and support contractor facilities; interface with regulators, laboratory personnel, and CBFO personnel; and manage teams during performance of audits, surveillances, and other assessments.

Expert-level technical specialists to act as subject matter experts and technical auditors in the fields of software design, operation, maintenance, and Software Quality Assurance (SQA), with emphasis on Structured Query Language (SQL; such as Oracle and Microsoft Access) based databases; data verification and validation; and radiological material inventory.

Experienced QA auditors and technical specialists in the following fields: personnel training and qualification; QA records and document control; procurement quality; non-conformance control and corrective action; item identification, control, handling, storage and shipment; control of measuring and test equipment; and sample control.

On occasion, other technical disciplines may be required on an as-needed basis. Other disciplines might include individuals with expertise in radiological analytical laboratory practices.

C.1.1.4 Audits, and Surveillances of TRU Waste Transportation Quality-Related Activities

The Contractor shall perform QA audits of WIPP transportation carriers, shipping packages, and related fleet equipment. The Contractor shall perform audits, document results and findings in the CBFO corrective action tracking system, and deliver draft final audit reports to CBFO QA for approval and issuance. The Contractor shall verify closure of audit findings. The Contractor shall also conduct surveillances as necessary.

To complete the requirements in this section of the PWS, the Contractor shall supply staff with the following qualifications:

Experienced senior-level lead auditors that are certifiable under the CBFO certification process, which is based on ASME NQA-1-1989. These individuals will be expected to manage preparation of audit and surveillance plans, checklists, and reports by audit and surveillance team members; coordinate the logistics necessary to conduct audits and surveillances at carrier facilities, engineering and design firms, and at industrial fabrication facilities; interface with regulators, auditee personnel, and CBFO personnel; and manage teams during performance of audits, and other surveillances.

Experienced QA auditors and technical specialists in the following fields: personnel training and qualification; QA records and document control; procurement quality; nonconformance control and corrective action; item identification, control, handling, storage and shipment; control of measuring and test equipment; material and spare parts control; welding, including welding of stainless steel, and other non-carbon steel fabrication processes; and, maintenance and operation of semi-tractors and trailers.

On occasion, other technical disciplines may be required on an as-needed basis. Other disciplines might include individuals with expertise in metallurgy and destructive and non-destructive inspection testing, including but not limited to dye penetrant, ultrasonic, visual, drop test, leak test (including helium leak testing), radiography, and magnetic particle.

C.1.1.5 Audits, Surveillances, and Assessments of CBFO Internal Quality-Related Activities

The Contractor shall perform audits, surveillances, and assessments of CBFO internal quality-related activities as needed. The contractor shall perform the audits, document the results and findings in the CBFO corrective action tracking system, and deliver draft final audit reports to CBFO QA for approval and issuance.

To complete the requirements in this section of the PWS, the Contractor shall supply staff with the following qualifications:

Experienced senior-level lead auditors that are certifiable under the CBFO certification process, which is based on ASME NQA-1-1989. These individuals will be expected to manage preparation of audit and surveillance plans, checklists, and reports by audit and surveillance team members; interface with regulators and CBFO personnel; and manage teams during performance of audits, surveillances, and other assessments.

Experienced QA auditors and technical specialists in the fields of personnel training and qualification, QA records and document control, procurement quality, and corrective action.

C.1.1.6 Provide Assistance to the CBFO QA Organization in Daily Activities

The Contractor shall provide technical support to the CBFO QA organization in executing its oversight duties and in support of the audits, assessments, and surveillances conducted under this contract. The CBFO QA organization maintains documents, management procedures, and processes such as databases necessary for the smooth functioning of the CBFO QA program. Activities include:

- Reproduction of extensive QA files and objective evidence for audits, surveillances, and corrective actions;
- Submittal of QA files to WIPP regulators;
- Maintenance of QA files until disposition through the RIDS process;
- Maintenance of activity logs, such as audit and surveillance logs;
- Development, operation, and maintenance of databases to perform trend analysis, to track corrective action status, regulatory finding status, and management assessment finding status;
- Preparation of routine periodic reports to CBFO management;
- Development and presentation of audit training as needed for CBFO and contract auditors, and QA refresher training for CBFO personnel; and

- Development and review of documents and procedures, such as the CBFO Quality Assurance Program Description (QAPD), management procedures, and draft correspondence.

The Contractor shall supply support staff for this function with the following qualifications:

- Database design, operation, maintenance, and SQA, including an expert knowledge of SQL programming;
- Procedure and document writing;
- Technical editing;
- Certified records coordinators; and
- Technical training.

C.1.2 Safety Oversight

The mission of the Office of Safety and Health (OSH) is to serve the CBFO as the central organization responsible for the Safety and Health of the worker, public, and the environment. The OSH accomplishes this mission by providing leadership and strategic vision pertaining to coordinating and integrating compliant safety programs that include; nuclear safety management, fire protection, industrial health, radiation protection, occupational safety, and emergency management functions, while engaging independent oversight of the Contractor and providing a checks and balances of safety activities for CBFO.

The Contractor shall provide subject matter expert technical assistance and support as requested for the CBFO OSH in the performance of its functions. The primary emphasis is on safety and health oversight at WIPP. The OSH is responsible for the following: safety basis document preparation, safety basis changes, Unresolved Safety Question (USQ) determination reviews and related activities, review and approval of hazard control, nuclear safety analyses, independent verification review processes, radiological protection, internal and external dosimetry, emergency preparedness, industrial safety and health, and fire protection. Requirements are found in various documents and regulations including those from the Occupational Safety and Health Administration (OSHA), Mining Safety and Health Administration (MSHA). Additional guidance is found in Integrated Safety Management (ISMS) documentation, Technical Qualification Program (TQP) documentation, NRC requirements, and DOE orders and regulations. The Contractor may be requested to review or prepare documentation associated with any of the aforementioned programs, requirements or guidance.

C.1.3 Environmental and Regulatory Program Oversight

The Contractor shall provide technical and regulatory support, including reviews, analyses, recommendations, and evaluations, to CBFO staff as requested in support of the Environmental and Regulatory Program. The individuals providing the support shall have a comprehensive knowledge of RCRA regulations, the WIPP Hazardous Waste Facility Permit (HWFP), management and radioactive waste disposal standards (40 CFR, Parts 191 and 194), the EPA's terms and

conditions of WIPP Certification, and a sufficient knowledge of the WIPP authorization basis to identify how changes to the HWFP, other permits and the EPA's terms and conditions of WIPP Certification might impact the WIPP regulatory program and activities.

The individuals providing support should also have a working knowledge of DOE Orders and requirements, as well as other environmental regulations applicable to WIPP. Other applicable regulations include, but are not limited to, the Clean Air Act, Clean Water Act, Safe Drinking Water Act, NEPA, Toxic Substance Control Act, and applicable State of New Mexico regulations, including those intended to protect water resources. In general, primary activities to be performed by the Contractor are described in the following paragraphs of this section.

C.1.3.1 RCRA

The Contractor shall:

- Provide technical support for oversight of activities required by the RCRA permit at the waste generator sites and at WIPP;
- Review proposed modifications to the HWFP;
- Review proposed interpretations of language in the HWFP;
- Provide expertise in the Atomic Energy Act as it relates to mixed waste characterization and management;
- Provide expertise in applying creative solutions to unique RCRA waste management issues;
- Provide RCRA environmental regulatory interpretations;
- Conduct RCRA environmental regulatory research;
- Provide advice and strategy on the New Mexico Environment Department RCRA compliance issues; and
- Develop recommendations for changes to the HWFP to make activities conducted under the permit more efficient and/or less costly, while maintaining protection of human health and the environment.

C.1.3.2 EPA Certification of WIPP and Compliance with 40 CFR 191 Environmental Radiation Standards

The Contractor shall prepare and review documentation for the EPA recertification of the WIPP and support monitoring programs required as part of the EPA Certification. Additionally, the Contractor shall:

- Provide technical support for oversight of activities required by terms and conditions of the WIPP Compliance Certification at both the waste generator sites and the WIPP facility;
- Review proposed changes to the Certification and supporting impact analyses;
- Review annual change reports and supporting analyses;
- Provide expertise in long-term repository performance;
- Provide support in addressing EPA and stakeholder concerns and issues related to Certification;
- Support development of planned change requests;

- Provide technical support for activities related to environmental monitoring activities;
- Support independent peer reviews; and
- Conduct environmental regulatory research.

C.1.3.3 Other Applicable Environmental Laws and Regulations

The Contractor shall:

- Support implementation of environmental and regulatory compliance programs, including the Environmental Management System and Land Management Programs;
- Provide technical and administrative expertise for performing audits, surveillances, and assessments of environmental and regulatory compliance programs;
- Provide technical and administrative expertise in evaluating radiological air monitoring and sampling, volatile organic compound (VOC) monitoring and sampling, and hydrogen and methane monitoring and sampling, and periodic reports resulting from these programs;
- Provide review, advice and strategy concerning environmental, regulatory compliance, Toxic Substance Control Act, and NEPA issues as requested;
- Support environmental and regulatory permitting/permit modification activities;
- Conduct environmental regulatory research;
- Produce documents associated with every activity performed; and
- Review, analyze and/or evaluate plans, procedures and other applicable environmental compliance documents, including the Annual Site Environmental Report and the Biennial Environmental Compliance Report.

C.1.4 National TRU Program - Technical Support

The Contractor shall provide experienced technical support for oversight activities and document development and reviews performed by the National TRU Program (NTP). Support shall be provided as requested by NTP. The Contractor will ensure that work undertaken in support of the NTP is done in a manner to eliminate potential conflict of interest situations in regards to QA assessment functions under the contract.

C.1.4.1 TRU Waste Certification Program Support

The Contractor shall be able to provide experienced technical specialists to support the following areas of expertise, as related to the characterization of mixed-TRU waste:

- Non-destructive assay
- Headspace gas analysis
- Real-time radiography
- Acceptable knowledge (as defined by EPA in 40 CFR 194.2)
- Visual examination and visual technique
- Data verification and validation

- Document review, and resolution processes
- Peer review
- Preparation and/or review of responses to regulatory inquiries (EPA or New Mexico Environment Department)

C.1.4.2 TRU Waste Certification Program Support

For the TRU Waste Certification Program, technical assistance will be needed throughout the contract and will cover both contact-handled (CH) and remote-handled (RH) radioactive waste. Documents are reviewed as part of the generator waste characterization programs. This includes review of program plans, technical procedures, waste stream profiles, instrumentation manuals, operational instructions, and other related documents. Technical support for DOE facility program reviews and assessments will require travel.

C.1.4.3 TRU Waste Transportation and Packaging

The Contractor shall assist, as requested, with management, technical, or operational assessments of the WIPP M&O Contractor, WIPP transportation carriers, shipping packages, and related fleet equipment. The Contractor shall perform program and technical reviews, document results, and submit any findings to the CBFO corrective action tracking system, and issue final reports. The Contractor shall track and verify closure of assessment findings and issues.

Experienced technical specialists will be able to demonstrate an understanding of the following requirements:

REQUIREMENT	DESCRIPTION
Waste Isolation Pilot Plant Land Withdrawal Act, P.L. 102-579	In addition to other provisions, establishes (Section 16) requirements for transportation of TRU waste to and from WIPP.
10 CFR	Part 71 Packaging and Transportation of Radioactive Material U.S. Nuclear Regulatory Commission Part 830.120 Quality Assurance Requirements
40 CFR	Part 262 Standards Applicable to Generators of Hazardous Waste Part 263 Standards Applicable to Transporters of Hazardous Materials
49 CFR	Part 40 Transportation workplace Drug and Alcohol Testing Programs Part 107 Hazardous Materials Program Procedures Part 171 General Information, Regulations, and Definitions Part 172 Hazardous Materials Table, Special Provisions, Hazardous Materials

	<p>Communications Requirements and Emergency Response Information Requirements, and Training Requirements</p> <p>Part 173 Shipper-General Requirements for Shipments and Packaging</p> <p>Part 177 Carriage by Public Highway</p> <p>Part 382 Controlled Substances and Alcohol Use and Testing</p> <p>Part 383 Commercial Drivers License Standards, Requirements and Penalties</p> <p>Part 385 Safety Fitness Procedures</p> <p>Part 386 Rules of Practice for Motor Carrier Safety and Hazardous Material Proceedings</p> <p>Part 387 Minimum Levels of Financial Responsibility for Motor Carriers</p> <p>Parts 390-399 Federal Motor Carrier Safety Regulations</p>
DOE Directives	<p>O 225.1 Accident Investigation</p> <p>O 151.1 Comprehensive Emergency Management System</p> <p>O 435.1 Radioactive Waste Management</p> <p>O 460.1 Packaging and Transportation Safety</p> <p>O 460.2 Departmental Materials Transportation and Packaging Management</p> <p>O 473.1 Physical Protection Program</p> <p>M 460.2-1 Radioactive Material Transportation Practices Manual</p> <p>O 200.1 Information Management Program</p> <p>O 231.1 Environment, Safety and Health Reporting</p> <p>O 5530.3 Radiological Assistance Program</p> <p>O 414.1 Quality Assurance</p>
Western Governors' Association (WGA) WIPP Transportation Safety Program Implementation	Contains protocols, principles, and agreements between the WGA and DOE for safe transportation of TRU waste to WIPP through its client states' jurisdiction.

Guide	
Southern States Energy Board (SSEB) Transportation Planning Guide for the DOE's Shipments of TRU Waste	Contains protocols, principles, and agreements between the SSEB and DOE for safe transportation of TRU waste to WIPP through its client states' jurisdiction.
DOE/CBFO 98-3103, WIPP Transportation Plan	CBFO plan that defines the requirements for managing the transportation of TRU waste from and between TRU waste generator sites and WIPP.

Experienced technical specialists shall have specialized knowledge and experience on the following program elements and activities:

- personnel training and qualification;
- records and document control;
- nonconformance control and corrective action;
- item identification, control, handling, storage and shipment;
- control of measuring and test equipment;
- material and spare parts control;
- welding, including welding of stainless steel, and other non-carbon steel fabrication processes; and
- maintenance and operation of semi-tractors and trailers.

In addition, the Contractor shall provide, on an as-requested basis, individuals with expertise in metallurgy and destructive and non-destructive inspection testing, including but not limited to dye-penetration, ultrasonic, visual, drop test, leak test (including helium leak testing), radiography, and magnetic particle.

C.1.5 Performance Demonstration Program

The Performance Demonstration Program (PDP) is a unique and independent evaluation of specific capabilities of various DOE sites to perform headspace gas sampling and hazardous waste sampling activities and the capability of site non-destructive assay (NDA) systems to detect radionuclides. Site NDA systems, headspace gas systems, or laboratories doing hazardous waste analysis must participate in the PDP in order to certify the applicable waste data for waste being disposed of at WIPP. The headspace gas samples shall be prepared and the QA checks performed by a CBFO-approved, qualified laboratory. The qualified laboratory shall also store spare sample canisters. A DOE-approved, qualified subcontract laboratory is required. The RCRA samples shall be prepared by a qualified laboratory.

The Contractor shall manage the PDP for DOE. Activities will consist primarily of scheduling the PDP cycles, managing the sample preparation and shipment of samples, and scoring the data once the samples have been analyzed. The PDP is a

quality-affecting activity and the contractor shall maintain a QA program that complies with the requirements of the CBFO QAPD.

C.1.5.1 Non-Destructive Assay

The Contractor shall:

- Schedule and implement at least one drum NDA PDP and one box NDA primary cycle per year;
- Score and publish the NDA cycle scoring reports and distribute;
- Provide technical assistance to evaluate and closeout corrective actions whenever an NDA system fails a PDP;
- Develop and score NDA PDP supplemental cycles as requested by DOE;
- Maintain the NDA equipment to include drums, boxes and sources;
- Provide shipping support for NDA sources and equipment as required;
- Maintain accountability of all NDA PDP equipment and sources;
- Provide training and/or training materials to personnel to support the PDP;
- Provide annual reviews and update PDP documentation as required; and
- Collect and submit QA records.

C.1.5.2 RCRA

The Contractor shall:

- Plan and implement one primary RCRA PDP cycle per year;
- Procure samples from a subcontracted laboratory and distribute samples to participants;
- Score the PDP and publish the scoring reports;
- Collect and submit QA records;
- Develop and score RCRA PDP supplemental cycles as requested by DOE;
- Review and update RCRA PDP documentation as required; and
- Provide technical assistance to evaluate and closeout corrective actions whenever a system fails a PDP.

C.1.5.3 Headspace Gas PDP

The Contractor shall:

- Develop and implement at least one primary headspace gas PDP per year;
- Work with the subcontracted qualified laboratory to procure and distribute headspace samples to participants;
- Score the PDP and publish the scoring reports;
- Collect and submit QA records;
- Develop and score headspace gas PDP supplemental cycles as requested by DOE;
- Review and update headspace gas PDP documentation as required;
- Provide technical assistance to evaluate and closeout corrective actions whenever a system fails a PDP; and

- Support and implement plans to closeout the headspace gas PDP to include transfer of equipment such as sample canisters.

C.1.6 Science and International Programs

The Contractor shall provide technical and scientific support, including reviews, analyses, recommendations, and evaluations to CBFO staff as requested in support of the Science and International Programs and the other programs within the CBFO Office of the Manager. The individuals providing the support shall have a comprehensive knowledge of the WIPP HWFP, EPA's management and radioactive waste disposal standards (40 CFR, Parts 191 and 194), and their historical context and evolution. Contractor staff should have a working knowledge of DOE Orders, manuals, guidance documents and major programs, such as DOE's Office of Environmental Management, Office of Science, Office of Nuclear Energy, Office of Civilian Radioactive Waste Management, Office of Energy Efficiency and Renewable Energy, Office of Legacy Management, Office of Fossil Energy and the Energy Information Administration.

The Contractor shall have thorough knowledge of related programs that indirectly influence WIPP operations and compliance posture and planning, including:

- Radioactive waste management programs both planned or in operation in other countries
- The National Nuclear Security Administration (NNSA) complex transformation initiative
- The NRC review, licensing and rulemaking process
- The radioactive LLW management industry, including Section 11.e.2 facilities under the Atomic Energy Act and amendments (AEA)
- The Environmental Protection Agency's (EPA) contract laboratory program
- The National Research Council and the National Academies of Science (NAS) Board on Radioactive Waste

C.1.6.1 Science Support

The Contractor shall:

- Provide technical support for oversight of activities performed under the CBFO Office of Science and International Programs
- Provide expertise in applying creative solutions to unique radioactive waste management issues
- Provide support to integrate and coordinate waste technology development and technology transfer
- Provide advice and strategy to coordinate underground science activities.
- Recommend and support strategic planning efforts to enhance the EM mission
- Conduct regulatory-related research upon their science basis
- Assist CBFO in representing WIPP to external DOE offices, other agencies, academia, nuclear research community, and the private sector on nuclear facility scientific and technological issues

- Provide scientific and technical advice and guidance on repository science and compliance matters such as technology development, testing, reviews, assessments, and translation of findings into improved facility performance

C.1.6.2 International Repository Program Development Support

The Contractor shall:

- Assist CBFO in coordinating international technology development activities
- Support international information exchange on deep geologic waste disposal with other countries
- Provide access to reputable scientific experts on long lived radioactive waste disposal in deep geological systems

C.1.7 Operations Support

The Contractor shall provide expert technical assistance and support as requested for the CBFO Office of Site Operations. The primary emphasis is on safety and operations oversight at WIPP. The Contractor shall provide personnel with extensive knowledge in waste management, emergency preparedness, integrated safety management, mining, mechanical systems, electrical and control systems, Occupational Safety and Health Administration requirements, Mine Safety and Health Administration requirements, NRC requirements, and all DOE orders and regulations pertaining to conduct of operations and maintenance management.

C.1.8 Technical Support

The contractor shall provide experienced technical support administrative functions for the provision of planning, budget, procurement, contracts, human resources and information management support necessary to achieve the CBFO mission. Support shall be provided as requested by the Office of Business Operations. The contractor will ensure that work undertaken to support the OBO is done in a manner to eliminate potential conflict of interest situations.

C.1.8.1 Secretarial Support

The contractor shall provide support services that are not related to Federal Employment requirements nor do they involve temporary help services that may be authorized under the Code of Federal Regulations. Work performed will not be for personal services.

C.1.8.1.2 Administrative Assistant

In addition to Secretary III duties, the Administrative Assistant will provide administrative support to assigned Office Director. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other materials.

C.1.8.1.3 Secretary

These positions provide principal secretarial support to an office. The Secretary maintains a close and highly responsible relationship to the day-to-day activities of the assigned CBFO Office Director and staff, works fairly independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routines and an understanding of the organization, programs, and procedures related to work of the office. A working knowledge of office software programs is required. Cross training for other contract positions will be required.

The contractor will provide requested secretarial support that meets the requirements at the specified level(s) below. Each progressive level must meet the requirements for the lower level:

- Secretary III
- Secretary II
- Secretary I

C.1.8.1.4 General Clerk I

This position follows clearly detailed specific procedures in completing several repetitive clerical systems performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; opening mail, operating basic equipment (e.g., photocopier, facsimile, multi-line phone/voice mail systems) and minimal computer programs. Little or no subject matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task. Serves as the receptionist for DOE-related meetings.

C.1.8.2 Information Specialist

Supports management of the CBFO Records Management and Privacy Act Program, supports the technical specialist, and helps to provide advice to management on all significant issues impacting CBFO management and Freedom of Information Act (FOIA).

C.1.8.2.1 Skills and Knowledge

Thorough knowledge of Public Law 93-5024 governing FOIA; Public Law 93-579, PA: Federal Records Act of 1950; EO 12356 and 12699; policies; case law precedents applicable to two public programs, FOIA and PA; and guidelines applicable to Records Management Program.

- Skills in evaluating new or modified legislation for projected impact on programs and translating the legislation into goals, actions, and services.
- Skills in applying analytical and evaluative techniques to conduct studies, prepare reports, and develop recommendations to improve the effectiveness of programs.
- Skills in organizing and delivering briefings, conveying requirements of programs, persuading personnel to accept findings, and resolving disputes.

- Knowledge of records/files automation, databases, word processing, and spreadsheets.
- Knowledge of DOE records management programs, methods, requirements, and media.

C.1.8.3 Contract Specialist

Provide a Contract Specialist to support the Carlsbad Field Office contracting staff as needed. Contract support can include any cradle-to-grave procurement functions.

C.1.8.3.1 Skills and Knowledge

Knowledge and experience in the following areas:

- Setting up contract files and filing contract documents
- Reviewing and analyzing contractors' reports, preparing contracting documents for contracting officer signature
- Reviewing subcontract packages, closing-out contracts
- Tracking deliverables
- Preparing contract correspondence for contracting officer signature
- Verifying contractor's invoices and cost reports
- Auditing contractors' procurement and property programs

The contractor will provide requested support that meets the OPM job descriptions for:

- Contract Specialist I
- Contract Specialist II
- Contract Specialist III

C.1.8.4 Information Technology Specialist

The work consists of a broad range of different processes and methods in administrative, technical, and specialized management activities and functions in planning, coordinating, evaluating, and appraising IT functional programs. Provides direct support to the overall management and coordination of the telecommunications and IT programs at the CBFO and supported sites. Provides required oversight of unclassified computer security operations through expert advice and direction to CBFO management and supported sites. Identify and isolate critical issues and problems which require management and/or technical solutions by extending existing techniques of developing new approaches.

C.1.8.4.1 Skills and Knowledge

Mastery of the Information Technology professions and administrative programs as demonstrated by: Knowledge of IT hardware, systems and application software; DOE Classified and Unclassified Cyber Security Program; network (Local Area Network, Wide Area Network, Metropolitan Area Network Internet and Intranet) architectures, topologies, functionality and potential vulnerabilities; electronic records management; management information systems and information

architecture policies, procedures, orders and directives sufficient to assure proper direction of those functions.

- Ability to apply advanced IT principles, concepts, methods, standards, and practices sufficient to provide for the protection of government interests.
- Knowledge of the organizational, missions, functions, programs, internal operations, and administrative policies and procedures to adequately and effectively perform work.
- Knowledge of IT developments and emerging technologies and their applications to business processes to design, develop, and manage systems that meet current and future business requirements.
- Knowledge of the interrelationships of multiple IT specialties and the DOE IT architecture in order to develop solutions for integration/interoperability issues.
- Ability to apply Federal information system security protocols to ensure coordination and/or collaboration on security activities.
- Knowledge of the total infrastructure protection environment sufficient to integrate information systems security with other security disciplines.

Mastery of, and skill in network architecture and network systems.
Methods include end-to-end systems performance monitoring sufficient to plan, design, develop, manage, and enhance highly efficient network systems that respond to business requirements.